



City of Bothell™

PUBLIC INFORMATION HANDOUT **FP-10**

Fire Safety and Evacuation Plans

— [International Fire Code Chapter 4, Section 403] —

The International Fire Code (IFC) requires (by Section 403) fire safety, evacuation and lockdown plans to be prepared and comply with the provisions of the code. (NOTE, *please refer to the IFC Section 403 for exceptions and clarifications.*) Fire safety, evacuation and lockdown plans are to be prepared, maintained and used for training and education for the following occupancies.

Occupancies required to have plans are:

- **Assembly occupancies** (Group A)
- **Ambulatory care facilities**
- **Group B or M occupancies** with an occupant load of 500 or more or more than 100 when located above or below the lowest level of exit discharge.
- **Educational** (Group E)
- **Factories** (Group F)
- **Hazardous occupancies** (Group H)
- **Institutional** (Group I)
- **Residential occupancies** (Group R1, R2 or R4)
- **Covered Malls**
- **High-rise Buildings**



Required plans are subject to review and approval by the Bothell Fire Prevention Division upon request.

Required plans are expected to include and address all of the information identified in the IFC.

Should you have any questions or need for clarification of Life Safety and Evacuation Plans please feel free to contact the City of Bothell Fire Prevention at **(425) 806-6250**.

Fire Safety and Evacuation Plans

Fire Safety Plans

Shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy including the following:
 - Procedures for notifying all occupants.
 - Procedures for occupants under a defend-in-place response.
 - Procedures for evacuating occupants, even those who need evacuation assistance.
3. Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.
 - Accessible egress routes
4. Floor plans identifying the locations of the following:
 - Exits
 - Primary evacuation routes
 - Secondary evacuation routes
 - Accessible egress routes
 - Areas of refuge.
 - Exterior areas for assisted rescue.
 - Refuge areas associated with smoke barriers and horizontal exits.
 - Manual fire alarm boxes (pull stations)
 - Portable fire extinguishers
 - Fire alarm annunciators and controls.
5. A list of major fire hazards
6. Personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Personnel responsible for maintenance, housekeeping and controlling fuel hazard sources



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8. The preferred and Alternative means of reporting fire and other emergencies.
9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
10. A description of emergency voice/alarm communication system alert tone and preprogrammed voice message, where provided.



Employee/Resident Training

Employees and/or residents shall receive training in the contents of the fire safety plan and evacuation plans and their duties as part of their new employee or residential orientation and not less than annually thereafter. Records of their training shall be maintained.

Emergency Evacuation Drills

Emergency evacuation drills are required to be conducted at intervals shown in the table below or more frequently, where necessary, to familiarize all occupants with the evacuation procedures.

Drills shall be held as unexpected times and under varying conditions to stimulate conditions that occur in case of fire.

Records of required emergency evacuation drills shall be maintained and include the following information:

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- ◇ Identity of the person conducting the drill.
- ◇ Date and time of the drill.
- ◇ Notification method used.
- ◇ Employees / Staff members on duty and participating.
- ◇ Number of occupants evacuated.
- ◇ Special conditions simulated.
- ◇ Problems encountered and corrective actions taken.
- ◇ Weather conditions when occupants were evacuated.
- ◇ Time required to accomplish completed evacuation, or shelter-in-place.

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill purposes and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

Fire and Evacuation Drill Frequency and Participation

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	All Occupants
Group B (Ambulatory Care Facilities)	Annually	Employees
Group B (Clinic, outpatient)	Annually	Employees
Group E	Monthly	All Occupants
Group F	Annually	Employees
Group I-1	Semi-annually on each shift	Employees
Group I-2	Quarterly on each shift	
Group I-3	Quarterly on each shift	
Group I-4	Quarterly on each shift	
Group R-1	Quarterly on each shift	Employees
Group R-2	Quarterly on each shift	Employees
Group R-2	Four Annually	All Occupants
High-rise buildings	Annually	Employees

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